

1/2/53

25X1A9a

CONTENTS OF OFFICIAL PERSONNEL FOLDER

	<u>LEFT</u>	<u>RIGHT</u>
1. Routing & Record Sheet	X	
2. Routing & Record Sheet	X	
3. Memo dated 7/8/55 - Permitting Employee to look for other Agency employment	X	
4. Copy of 3 above	X	
5. Copy of Travel Order OO/FB-6-56XG Amendment No. 1	X	
6. Copy of Travel Order OO/FB-6-56XG	X	
7. Form 37-132-In Service Action Routing Sheet	X	
8. SF52 dated 11/30/54 - Internal Reassignment	X	
9. SF52 dated 9/30/54 Reassignment & Promotion from GS7 to GS9	X	
10. SF52 dated 6/24/53 Promotion GS-5 to GS-7	X	
11. Form 37-115 Request to Medical Division for EOD Physical	X	
12. Cable From [REDACTED] to Hdqtrs dated 5/5/54 advising of arrival of employee at Station	X	25X1A6a
13. Cable to [REDACTED] from Hdqtrs dated 4/27/54 requesting hotel reservation for employee	X	25X1A6a
14. Copy of Memo from Employee to Chief [REDACTED] re proposed Improvement in Editorial Staff Organization	X	25X1A7b
15. SF52 dated 3/13/53 - Promotion, GS-3 to GS-4	X	
16. Copy Form Memo to Chief, Security Division from Chief, Communications Security Div. re Debriefing of employee dated 3/12/53	X	
17. Copy of Memo dated 1/21/53 to Chief, Personnel, permitting employee to look for other employment in the Agency *	X	
*Same as #26		

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	<u>LEFT</u>	<u>RIGHT</u>
18. SF-52 Reassignment Internally for Slotting only dated 12/1/52	X	
19. Memo dated 12/8/52 to Personnel Branch in Commo requesting permission to participate in Career Planning Interviews * (Same as #28)	X	
20. Entrance on Duty Notice to Commo, Form 37-114	X	
21. E.O.D. Check Sheet (Ditto- No Form No.)	X	
22. Form Type Ditto Memo to SEC from Commo dated 10/20/52 requesting Crypt clearance	X	
23. Form 37-3 Personnel Action Request Reassignment From Personnel Office (IAB to Commo)	X	
24. Personnel Information Card	X	
25. Personnel Action Request, Form 37-3, dated 6/17/52 for appointment	X	
26. Memo dated 1/21/53 to Chief, Personnel, permitting employee to look for other Agency employment * (Same as #17)	X	
27. Form 51-1 Training Request dated 1/6/53 (original)	X	
28. Copy of Memo dated 12/8/52 to Personnel Branch in Commo requesting permission to participate in * Career Planning Interviews (Same as #19)	X	
29. Copy of Memo dated 12/3/52 to all Personnel, Commo., Admin. Staff Indicating Staff Security Officer Assignments	X	
30. Copy of Memo dated 11/22/52 to Chief, Admin. Div., Commo. suggesting more efficient filing and Distribution Functions	X	
31. Copy of letter to be dated 8/4/52 advising him of appointment at GS-4	X	
32. Copy of a Form letter to be dated 7/18/52, advising that processing of application is continuing	X	

	<u>LEFT</u>	<u>RIGHT</u>
33. Copy of Letter to be dated 7/7/52, advising he is being considered for Agency employment	X	
34. Copy of Form 37-104, Request for Security Clearance	X	
35. Same as #34 except in longhand	X	
36. Letter to Agency from employee re employment dated 6/12/52	X	
37. Letter to Agency from applicant dated 5/7/52 re delay in processing application for employment	X	
38. Copy of letter to applicant dated 4/4/52 re delay in processing application	X	
39. Copy of letter to applicant dated 2/15/52, acknowledging receipt of application	X	
40. Field Recruitment Cover Sheet, Form 37-119, dated 1/21/52		X
41. Ditto Form (no number) Office of Communications, Admin. Staff (shows name, title, grade, EOD date, marital status and Bldg.13 date)	X	
42. Personnel Information Sheet (Ditto Form - no number - shows name, address, marital status, emergency address, selective service board number, etc) **Sealed Envelope of Papers	X X	
43. Memo from Chief, Security Division to Chief, Personnel Division, dated 8/1/52 notifying of Provisional Security Clearance (Form 38-106)		X
44. Same as 43 above except dated 8/5/52 and advising of completion of name check		
45. Same as 43 and 44 above except dated 8/26/52 and advising of approval for access to classified data thru Secret		X
46. Form No. 38-101- Security approval dated 10/16/52 from Chief, Security Division, notifying of security approval for access to classified information		
47. Memo dated 10/29/52 to Chief, Commo, from Chief, Security Division, advising of approval for crypt clearance		X

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48. Honorable Discharge Photostate
49. Personal History Statement (Photostat)
50. Communications Debriefing dated 3/12/51 (Ditto)
51. Report of Physical Qualifications dated 9/2/52
52. Appointment affidavit dated 8/25/52
53. Statement of Federal Civilian and Military Service
54. Affidavit concerning communications and crypt systems in accordance with P. L. 513 - (ditto)
55. Personnel Qualifications Questionnaire date 9/20/52
56. Certificate of attendance at Agency Indoctrination course (Reg 25-1)
57. Report of Qualifications (Form 37-70F)
58. Personnel Evaluation Report dated 7/13/53
Personnel Evaluation Report dated 9/3/54
59. Language achievement Report (Russian Familiarization)
60. Medical Action Request and Report dated 6/3/55
61. Fitness Report dated 6/21/55
62. SF50 - dated 8/25/52 - Appointment
62. SF50 - dated 10/12/52 Reassignment from Interim assignment Branch (PO) To Commo - Signal Center
63. SF50 - dated 1/4/53 Reassignment Internally in Commo
64. SF50 - dated 3/29/53 - Promotion GS-5 to 7
65. SF1126 dated 7/4/54 - Within Grade Promotion
66. SF50 dated 10/10/54 Promotion GS-7 to 9
67. SF50 Reassignment (Internally) - dated 12/19/54
68. SF1126 dated 10/9/55 Within Grade Promotion

Organizational areas Where Personnel Records May Also be Found for This Employee.

1. Comptroller
2. Medical
3. Training
4. Security

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- Branch
Section
6. Office of Operations
 7. DDI
 8. Central Processing Branch
 9. RI/FI
 10. SE. Division - - 6
 11. DDP/Admin
 12. FI
 13. FI/OPS
 14. PF2
 15. Career Service Boards